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# Your Options for Success



Nicolet National Forest  
USDA — Forest Service



## BLACKWELL JOB CORPS CENTER



Highway H

# NATIONAL

AGRICULTURAL



LIBRARY

Recreation Area

Main Entrance

Athletic Field

North

## BLACKWELL JOB CORPS CENTER

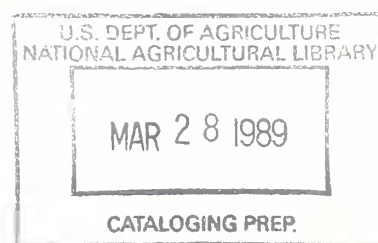
Number

- 1 Administration/Medical Facility
- 2 Women's Dormitory
- 3 Pine/Spruce Dormitory
- 4 Cedar/Hemlock Dormitory
- 5 Visitor Parking Lot
- 6 Dining Hall
- 7 Activity
- 8 Laundry/Recreation
- 9 Open Storage Shed
- 10 Mobile Corps Building
- 11 Gymnasium Annex
- 12 Gymnasium
- 13 Education
- 14 Maple/Birch Dormitory
- 15 Oak/Elm Dormitory

Number

- 16 Lumber Store
- 17 Central Supply
- 18 Work Program Office/Maintenance
- 19 Welding Vocation
- 20 Painting/Fleet Repair
- 21 Masonry/Electricians
- 22 Carpentry
- 23 Building Maintenance Vocation/Drivers Education
- 24 Sewage Treatment Plant
- 25 Generator House
- 26 Fire Equipment Shed
- 27 Pump House
- 28 Paint Storage Shed
- 29 Oil House
- 30 Gas Storage St

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## CENTER DIRECTOR'S LETTER

At Blackwell Job Corps, we think the best way for you to increase your lifetime options for success is to get the education and skills training for your choice of career.

We provide an opportunity for you to develop labor and social skills so that you may find professional, career and personal satisfaction—to become a productive and successful member of society.

Through Job Corps, we can reach out to you and to other American youths . . . helping you to discover and develop your own job potential and learn a viable, challenging, and marketable trade.

Our administrators, teachers, vocational instructors, and counselors work as a team, dedicated to your training progress. They are the catalyst for your success—providing you with the guidance and personal attention you need to develop your trade skills.

And, our program is working. Our graduates are finding success beyond their grandest dreams. Some are now successful carpenters, electricians, masons, painters or welders with secure incomes, excellent benefits and hopes . . . hopes for greater career advancement and greater personal success.

Along with the personal benefits you will gain at Blackwell, our nation benefits, too. We know that for every \$1 we spend to train and educate our enrollees, nearly \$2 is returned to the federal treasury—through increased income taxes and reduced costs resulting from crime, welfare, and unemployment payments.

To help you plan for success in a trade, we have designed this book as a planner. We've included pointers, tips, and other information that we think you will find very useful in making a career decision.

Blackwell Center Director

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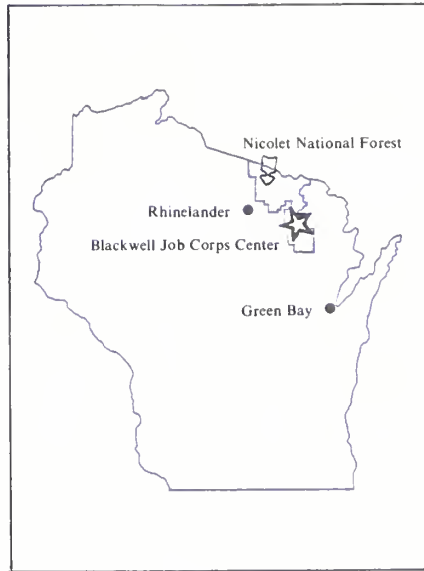


# OUR SUCCESS STORY

Blackwell is one of 107 Job Corps centers in the Nation jointly operated by the U.S. Department of Agriculture, Forest Service and the Department of Labor.

Established on the Nicolet National Forest in 1965, Blackwell Center is about 100 miles north of Green Bay, WI.

As with all Job Corps Centers, Blackwell provides education, vocational training and work experience for young adults between the ages of 16 and 22 who are out



The Blackwell Center's cafeteria provides well-balanced, nutritional meals.



of school and unemployed.

Our programs are designed to help students develop and practice trade skills, and earn a high school equivalent diploma while they live on the Center.

Course instruction and training is carefully tailored to each individual student's needs. Our instructors

emphasize positive work attitudes, good behavior, and job safety while they train students to become skilled, cooperative, responsible, and productive workers.

The atmosphere is much like that at any college—with dormitory living facilities, cafeteria, gymnasium and recreation center.

## AN EXAMPLE OF SUCCESS

Since its founding, over 8,000 students—about 400 each year—have been enrolled in training at Blackwell. One of these students was Bill Johnson of Madison, WI.

In 1970, Bill was 17 years old when he quit school. Without a high school education, he found it nearly impossible to find a job. He nearly lost hope.

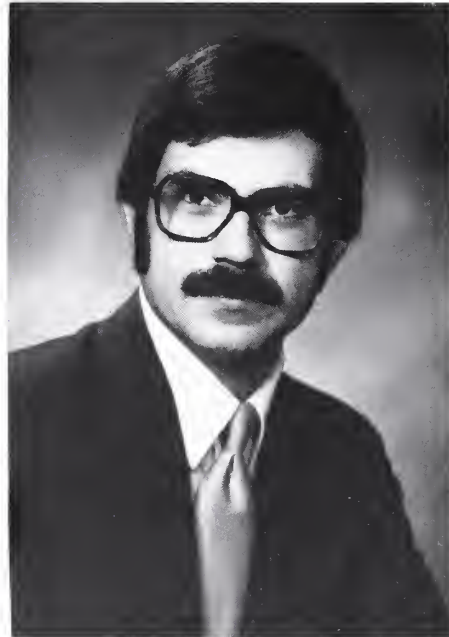
But, then he found out about Blackwell. Feeling encouraged, he decided to try the program . . . with hopes of learning a trade and earning his high school diploma.

While at Blackwell, Bill excelled. He earned all of the achievement certificates in the painting trade as well as his high school diploma through the General Education Development program.

After graduating, he started his career in the “tinting department” of Mautz Paint in Madison.

His success didn’t stop there. Bill went on to become production manager for the company—the position which he still holds today.

Bill Johnson



Bill attributes the program at Blackwell for helping him start a successful career. “I have nothing but positive things to say about the program,” he said. “You can get a lot out of it as long as you’re willing to put forth the effort.”

Bill’s efforts really paid off. But, he made his own success a reality through hard work and commitment . . . and taking advantage of the opportunities at Blackwell.

Bill Johnson is just one of the many success stories of the Blackwell Job Corps. Your success could be the next one!

# THE TRADES



At Blackwell, the programs in our eight vocational training areas—building and apartment maintenance, electrical construction, welding, carpentry, painting, masonry, culinary arts, and business—will provide you with the knowledge and skills you need to succeed after graduation.

You'll have a chance to preview each of these trades during your first week through our Occupation Experience Program (OEP).

In this section, you'll find important information on each trade, along with major course emphases and projects.

Let's start with our most general trade—building and apartment maintenance.





## MAINTENANCE

Now, you are a jack of all trades . . . repairing holes in drywall, refinishing interior wood surfaces, mixing and pouring concrete, replacing vinyl floors, machine-cleaning carpets, and installing windows.

Our building and apartment maintenance program will set you up for career success, preparing you as a trouble-shooter for just about every possible problem situation.

You will spend 90 days in the classroom, learning the tools of all the trades. Then, after you've mastered tool use and safety, you will be ready to learn about maintenance through our intensive work experience program (WEP).

Here at Blackwell, it's our philosophy to help you achieve by letting you do it yourself. Our center is your workshop . . . with endless opportunities for you to practice your skills in surface maintenance, carpentry, masonry repair,

grounds keeping, plumbing, and appliance repair.

Whether you are doing book-keeping or operating a fork lift, you'll be working in the "hub" of the center—keeping abreast of all the other trade activities. While you help keep Blackwell Center in operational condition, you'll be building a viable career, one that will give you a sense of pride and accomplishment.

During our one-year pre-apprenticeship program, you will gain essential basic knowledge of repair and maintenance. Before you graduate, you will spend 30 days with a production instructor, getting hands-on experience with one-on-one attention.

After you complete our program, our technical staff will help you find a job. By then, you will be in one of the most marketable trades in the United States . . . making an excellent wage.





## Carpentry

Your life is going nowhere fast. There doesn't seem to be any clear direction or purpose for you in today's society.

### PUT YOUR HAMMER DOWN!

Let our pre-apprentice carpentry program put you back in the drivers seat to stay, as a skilled carpenter!

If you are willing to set high goals for yourself and grasp the opportunity, our top-notch, union instructors will show you carpentry skills you never thought you could develop.

Have you ever used a combination square or block plane? How about a T-bevel? Can you operate a circular hand saw or portable drill?





You'll know how to use these and many other carpentry tools after completing our two-year training program. You will have the chance to advance through five skill levels and then master such projects as:

- building layout
- constructing wall forms and footings
- building column, beam gang, and girder forms
- framing residential walls
- framing partitions and curtain walls
- installing drywall.

The United Brotherhood of Carpenters and Joiners of America sponsors our program and will supply you with your first set of tools—valued at nearly \$200—for use on your own projects.

And now at Blackwell, we can even simulate the actual construction industry with our new “Mobile Corps” program!

Mobile Corps is a two-phase construction concept where our trainees can help build wall and roof sections at the Blackwell Center (Phase I) for transportation to the construction site (Phase II) for assembly and finishing.

As a member of the Mobile Corps, you will get personal guidance from our skilled carpentry instructors while you help construct buildings for marketing. We will even pay you for your work . . .

you will receive a “readjustment allowance” to help you get started in your trade after training.

Our carpentry training program is one of the best in the nation. And we have the accomplishments to show for it!



Our Mobile Corps unit constructed a seven-stall garage and “spike camp” at Besmer, MI. We also helped build the offices and buildings at three Forest Service districts in Eagle River, Laona and Lakewood, WI.



## Painting

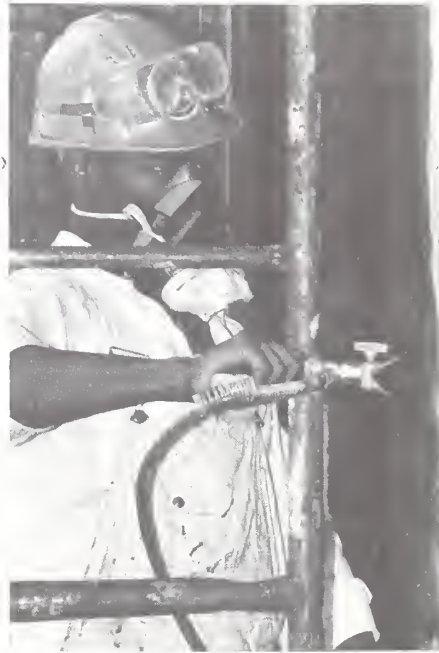
As a trainee in our painting pre-apprentice program, you will spend a year learning the artistry and mechanics of painting.

You will learn the tools of the trade and how to use and care for them, working in a fully-equipped paint shop. You will practice your skill with brushes, rollers and spray guns—applying “bedding” and “skim” coats of paint on surfaces you have prepared.



As you develop your skills, you will learn how to tape dry wall, plumb walls, hang wall vinyl and paper, read blueprints and determine job material needs.

In the work shop and classroom, you will be trained as an interior decorator—coordinating paint,



carpet and fabric colors. Your study will include color hues, tints, shades, and values. You will learn what paint is made of and what it can do under various conditions. If you are interested, and have the talent, you may have an opportunity to work in scenic art and sign painting.

After graduation, you will be placed by the National Brotherhood of Painters and Allied Trades Union as a painter apprentice. The employment opportunities are excellent.



## Masonry

Did you ever dream of installing your own fireplace . . . then giving up that dream in frustration because the task seemed too difficult?

Our program can help you become a proficient mason with skills that you never thought possible!

After 1,000 hours of pre-job training as an apprentice at Blackwell, you will be well on your way toward completing the three-year union masonry apprenticeship program—making your career in masonry a reality.

Imagine. As a mason, you will be working in a trade that you enjoy. A trade which allows you to be creative and productive. As a journeyman mason, you will be

earning excellent wages! What's even better, you'll always be in demand; you can go wherever you want and take your job with you.

When you start your apprenticeship training, you will receive your very own complete set of tools, worth nearly \$150. As you begin to learn how to use them, you will practice basic brick and block laying—learning how to prepare for certain jobs, set stone, pave, mix mortar and grout, weld, and operate a fork lift.

As you increase your skill level, you will be given the opportunity to clean and restore damaged masonry, construct walls and arches. As you near study completion, you will even construct a fireplace!



Our instructors are journeyman masons themselves with the knowledge and teaching ability to help you become a skilled mason.

The International Union of Bricklayers and Allied Crafts sponsors our program, providing field coordination to help place you in a job apprenticeship program after graduation.

By the time you complete your pre-job apprenticeship, you will have what it takes to make it in the trowel trade . . .the craft that builds nations!



## Welding



Welding is one of our most versatile trades.

There are welding job opportunities in refrigeration, computers, construction, automotive, plumbing, and just about every facet of the industrial world!

It takes a special kind of skill to become a welder—a skill which you can learn from our journeyman welding instructors who are contracted by Coyne America Institute. They will provide you with up-to-date technology and information, sharing their experience and knowledge of the trade as they give you personalized attention.

While in the classroom, you will work in your own welding booth, practicing oxy-acetylene, arc, tungsten inert gas, and metal inert gas

welding and cutting.

You will master a number of welds, such as the flat lap weld and the over-head tee weld. You will learn to read blueprints, sketches, diagrams for dimensions, job specifications, and metal tolerances.

Your pre-apprenticeship program will expose you to welding on several types of steel, aluminum, copper, and brass. You will practice your skill on special Blackwell Center projects, including pipe gates, barbecue grills, truck guards, and heavy machinery, such as road graders, back hoes and caterpillars.

When you finish your pre-apprenticeship, you will be able to find a good, steady, year-around job as a welding apprentice.





## Electrical Construction

As a trainee in the electrical construction trade, among the things you will learn are how to: use wiring devices, draw wiring blueprints and plans, bend, join, install and cut conduit, replace fuses, and change breakers.

You will have access to state-of-the-art electronic and testing equipment, including low voltage transformers, starters, heaters, electric furnaces, motors, capacitors, ohmmeters, voltmeters, and ammeters.



Your studies will expose you to national, state, and local electric and fire codes. You will become familiar with articles for electrical servicing, conductors, outlet switches and junction boxes, conduit filling and general wiring.

You will advance, in skill and knowledge, as you practice your electrical construction trade on over 100 different, exciting projects. Your on-the-job training could possibly include assisting in the wiring of a new recreation facility or administrative building on or off the Blackwell Center.

You will have the opportunity to work closely with instructors on all of your projects. As they guide and teach you the fundamental principles and terminology in electrical construction, you will find yourself excelling in application.

Many of our students have found the electrical field so fascinating, that they have continued their education at vocational schools and colleges after graduating from our electrical construction pre-apprenticeship program.

Whether or not you return to school after graduation, you will certainly find secure employment and personal success working for certified industrial, residential or commercial electricians and linemen with the experience and knowledge you've gained at Blackwell. Our placement office, in conjunction with state employment services, will help place you in a job—one which will provide an opportunity for you to build your future as a professional electrician!





## Business

Make it *your* business . . .

. . . to get enrolled in our business occupations trade at Blackwell Job Corps!

Now, you can choose your own path to success in the business world from a full spectrum of career opportunities, including:

- general, stock, file records, or mail clerk
- receptionist or bookkeeper
- typist, word, or data processing operator
- stenographer
- general, medical, or legal secretary
- computer programmer
- accountant or auditor
- administrative assistant
- administrative manager

At Blackwell, you will learn the typing, filing, vocabulary, math, accounting, shorthand, dictation, bookkeeping and financing skills that you need to have a career that is full of challenges and fulfillment.

You will learn to use business machines and computers in our business lab. You will learn to supervise employees in a business setting. You will develop the ability to analyze, recommend and formulate business policy.

When you start, you will choose the occupation (or skill level) that you want to achieve. Then, you will work through the necessary

stages of our 16-step training program until you reach your goal. At that point, you may decide to leave Blackwell to continue your education at a business college or training center.



However, you may decide to stay in the Blackwell program and graduate as a top-level administrative manager!

Our instructors are graduates of business and education colleges. They are experienced and qualified—capable of helping you attain your desired career goals.

Make business your career choice . . . where your opportunities for job placement and advancement are limitless!







## Culinary Arts

You will be sure to find success in the culinary arts trade—maybe as a kitchen manager or cook for one of the largest restaurant chains in the nation!

Your yearly salary as a cook with a luxury cruise ship line could be as high as \$40 thousand.!

Let our culinary arts program introduce you to the intriguing career of food preparation and service.

At first, you will be introduced to the language of cooking—weights, measurements, recipe reductions, abbreviations, equivalents and substitutions. You will become fluent in all aspects of kitchen technology.

Then, you will get training and experience in using institutional kitchen appliances, such as dishwashers, food processors and slicers, conveyor toasters, deep-fat fryers, vegetable peelers, grills, ovens and ranges.

When our instructors begin to teach you how to prepare food dishes, they will emphasize cleanliness and hygiene—showing you the methods of preventing food spoilage and contamination. You will learn how to supervise people, too . . . and more importantly, how to work under supervision.



You will begin your adventure in cooking by preparing small meals in a classroom environment. Your studies will involve food cost analyses and “plate costing.”

Our experienced staff will train you in the preparation of:

- breakfast food dishes
- pastas, dried legumes, and other starches
- cooked vegetables
- salads and salad dressings
- soups and sauces
- meats, poultry, and fish
- baked goods.

Our complete curriculum will qualify you as a cook apprentice, and we'll help you apply for lucrative jobs while you are in training.

Consider the opportunities. (Now you're cookin'!)

## GENERAL EDUCATION

You will need a high school education to compete for most jobs in today's work place.



We realize that the first thing you need to find success in any vocational trade is a broad-based education. You must be able to understand the mathematical concepts used in your trade. You need to be able to read instructions. You need to know how to follow directions, to write orders, to calculate costs.

Our education program will help prepare you to tackle these and all aspects of your trade. The coursework will orient you in the world of work, helping you improve your self confidence and strengthen your personal image.

We offer a valuable array of high school subjects to help improve your vocabulary, reading, and math skills. Our courses also include consumer health and driver education.

Many of our vocational programs require that you have a high school diploma before you graduate. If you don't have one, our General Education Development (GED) program can help you get a certificate that is just as good!

Whether you start as a non-reader or just needing a few courses to earn your diploma, our education program will equip you with the knowledge to look and apply for a job . . . and keep it!

Our teachers coordinate education studies with your chosen vocational training. They will teach you the concepts you will need to apply in your trade. You will take what you learn in the classroom to the workshop.

Our World of Work course will prepare you for job responsibilities, help you manage your money and get along with other people.

You will get more than a high school education at Blackwell. We will teach you *how* to learn. We will encourage and support you in your studies . . . making your learning experience fun and gratifying.

We will show you the benefits of education and instill in you a hunger that will stay with you throughout your career—for future achievement, advancement and skill maintenance.





## COUNSELING FOR SUCCESS

If you are not sure about the vocation or trade you want or you are confused about your future, education, and career aspirations . . .

. . . let our qualified counseling and advisory staff help you set realistic goals for yourself!

Our counselors will evaluate your aptitudes, interest and background to help you plan your training. They will work closely with you, while you are at Blackwell, helping you develop the

social skills and character you will need in your chosen trade.

While you are progressing in your training and education programs, your counselors will keep you on track toward your goals by periodically evaluating your performance and behavior.

These evaluations will reflect your personal achievements and needs at critical checkpoints of your development. They will help you make decisions to improve your work or change your career direction.

After you graduate, our counselors and job placement advisors will help you start your career.



# FINANCIAL REWARDS

At Blackwell, you'll earn while you learn.

We'll set aside a monthly allowance for you—we call it a readjustment allowance—if your performance meets the standards of your trade!

You can earn up to \$100 each month while you learn and practice your trade on Center projects. When you have completed your training and education, you will be able to withdraw your lump-sum payment.

And that money really adds up. By the time you are ready for graduation, you will have substantial earnings waiting for you . . . to help get you started in the **WORLD OF WORK!**



Of course, you will receive a regular salary while at Blackwell. The longer you're here, the more you will receive.

The amount of your payments will depend upon you . . . and your performance.

After six months, you will be able to receive merit raises . . . if you meet the trade excellence goals at a high level. You may further increase your salary by taking on leadership roles in the dormitory, student orientation program or student government.

We will pay you several clothing allowances while you live at Blackwell.

You will be allowed to make "clothing trips" to local cities to purchase the personal items you need.

You will earn two days of home leave each month at Blackwell. After six months, we will pay your way home and back. However, you will be eligible for "pay-own-way" trips after three months.

We use an incentive system at Blackwell to reward you for excellence and good behavior. Promotion levels—green, gray, blue, red, silver, and gold—are steps that you will climb for greater privileges, including "off Center" pass trips to see the Brewers, Bucks or Packer games and visit recreation centers like Great America!





# STUDENT LIFE

## A SUCCESS SETTING

What goes on outside the classroom is essential to success in vocational training centers such as Blackwell.

We've found that students adjust to Center life more easily if they have satisfying personal lives. They are often more successful in their coursework, too!

In this section, you will find information about student life at Blackwell.



## STUDENT GOVERNMENT

As a student at Blackwell, you will have a voice in Center matters.

You will elect representatives to serve on the Self-Government Association, a governing body of students that advises the staff and center director on student affairs and brings important issues to a listening forum.

If you serve as a representative, you will keep open the lines of communication between administration and enrollees. You will also make decisions concerning many student-based operations such as a video game room and PX.

After you have been at Blackwell for a while, you may volunteer to be a leader and attend leadership training. If accepted, you may become a dormitory or vocational training assistant or an education or recreation aide.

## RECREATION

While at Blackwell, you will be in the midst of one of the most beautiful and diverse national forests in America . . . the Nicolet!

Come, take advantage of it!

You will have opportunities to ski, fish, hike, swim, and camp in the scenic forests of northern Wisconsin.

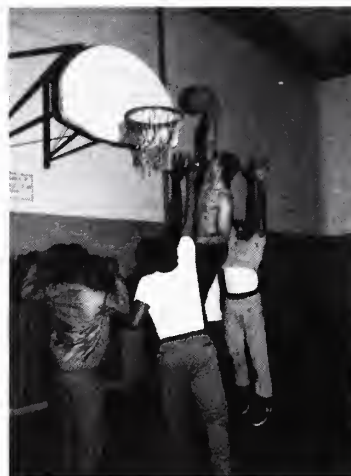


If you like to work on craft projects, we provide a variety of craft materials, including ceramics, for your enjoyment.

We also provide a library, pool, game rooms and cable television for your leisure. During your free time, you can join your friends and take in a movie or go bowling in local communities.

You can even take music lessons, join a jazz band, or vocal group—activities led by our own Center music instructor!

At Blackwell, you will find complete recreation facilities, including a gymnasium, weight-lifting equipment, baseball diamond, and volleyball court.



Goodman County Park and the scenic Strong Rapids are only a fifteen-minute drive from the Blackwell Center.





## LIVING ARRANGEMENTS

To find out what is important to you in living on the Blackwell Center and what you can expect, check the appropriate boxes below.

I'd like to have:

☐ **a good study environment.**

(You will find many quiet nooks, including your dormitory study lounges, library and private rooms.)

☐ **access to computers.**

(They are right where you study—classrooms, workshops and reading rooms are equipped with personal computers for use by students.)

☐ **someone close by to talk over questions or problems.**

(From the first day on Center, you will have a support network committed to your success, including your guidance counselor, residential advisor, and teachers.)



☐ **good medical and dental care.**

(Our Center infirmary is staffed by two licensed practical nurses and a laboratory technician. A physician is available at the infirmary one day each week. Dental care is available in a nearby community. An ambulance is available for medical emergencies. The nearest hospital is located in Rhineland, approximately 45 miles west of Blackwell. All staff members are trained in first aid. Some are qualified in advanced first aid.)

You will find our modern dormitories to be spacious and comfortable . . . with all of the conveniences of home.



□ the comforts of home.

(We cannot promise all of them, but you will find many here including weekly laundry service, comfortable TV lounges, Sunday church service transportation, a student-operated PX that supplies personal items: soda, pizza, candy, and cigarettes, and, home-cooking at our Center cafeteria.



You will find the meals that are served at Blackwell to be well-balanced, nutritional, satisfying, and diverse—our menus generally offer several main dishes and salads from which to choose.)

# COMMUNITY CONTRIBUTIONS

Your personal achievements and development of skills are very important to us at Blackwell.

But, as you practice your trade on various projects throughout Nicolet National Forest, you will also be contributing a valuable service to the Forest Service, other government agencies, local schools, and communities.

Blackwell work crews have built campgrounds, impoundments, ranger district administrative sites,

athletic fields, roads, firehalls, parks, and fairground buildings throughout northeast Wisconsin.

They helped build the Rhinelander Civilian Conservation Corps Museum, Wabeno High School Gymnasium, and the Forest County Garage.

You, too, will have the opportunity to help contribute to these types of projects while you learn your trade at Blackwell Job Corps Center.

The Blackwell Administration Building, completed in 1987, is one of many projects built by student work crews.



The Lakewood Ranger District office and warehouses were built by Blackwell Job Corps in 1977.





# YOUR FIRST MARK OF SUCCESS

We invite you to visit Blackwell Job Corps Center. Your visit will include a tour of our Center and an informal meeting with academic advisors, instructors or counselors with an admissions representative.

Center tours are conducted at 10:30 a.m. and 2 p.m., Monday through Friday. We also offer several special "open house" and dedication programs throughout the year.

To make it easy for you to take your first step toward success, we have put together this check list.

Just fill in the blanks, cut on the perforated line, tape together and mail to Blackwell Job Corps, Rt. 1, Box 233A, Laona, WI.

**Please send me more information on:**

\_\_\_\_ the major trade programs I have listed here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ residence life at Blackwell.

\_\_\_\_ sports and recreation opportunities.

## Your Center Visit:

I would like to visit the Blackwell Center on

\_\_\_\_\_\*  
(Date)

I will arrive at the Administration Office at

\_\_\_\_\_  
(Time)

Please arrange off-Center accommodations for

\_\_\_\_\_  
(Number of People)  
for the evening of

\_\_\_\_\_  
(Date)

## PLEASE PRINT

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Name of Parent(s) \_\_\_\_\_  
High School \_\_\_\_\_ City/State \_\_\_\_\_

# JOB CORPS ENROLLMENT

## Applying To Blackwell Job Corps Program Admission

If you are between the ages of 16 and 22 and have no skills, no job, or are out of school, Job Corps can help you.

To find out how you can get enrolled in our Blackwell program, write the Office of Job Corps, Department of Labor, Employment and Training Administration, Washington, DC 20213 or call, toll free, 1-800-424-2866.

\*The Blackwell Administration Office is located on County Highway H, approximately five miles southeast of Laona, WI. Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday.

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NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**

FIRST CLASS MAIL PERMIT NO. 10040 WASHINGTON, DC

POSTAGE WILL BE PAID BY ADDRESSEE

**Blackwell Job Corps Center**  
**Rt. 1 Box 233A**  
**Laona, WI 54541**



# STUDENT SERVICES

## POST OFFICE

The Blackwell Center Post Office is located in the Center Administration Building. Outgoing packages may be weighed daily from 4 to 4:15 p.m. and submitted to your resident assistant for mailing.

A mail box is located at the west door of the Duty Office. Stamps may be purchased at the PX.

## MAIL CALL

4:45-5 p.m.—Monday through Thursday

4:15 p.m.—Friday through Sunday and holidays

Telegrams will be delivered when received.

## DINING HALL

Monday through Friday: 6-7 a.m.—breakfast

11:30-12:30 p.m.—lunch

5-6 p.m.—dinner (except Fridays 4:30-5:30 p.m.)

Weekends and holidays: 8-11 a.m.—brunch

4:30-5:45 p.m.—dinner

## PX STORE AND STUDENT BANK

The PX and student bank are located in our Activity Building.

The PX is operated by the Self Government Association and profits from sales are used for student benefits. Items for sale include cigarettes, candy, pizza, soda, personal items, toiletries, etc.

PX hours:

Monday through Thursday: 5:30-9:30 p.m.

Friday and Saturday: 5:30-9 p.m.

Sunday: 5-9 p.m.

The student bank is open from 5:30 to 6 p.m. every day. In case of emergencies, see your Center Standards Officer or a duty officer.

## GYMNASIUM

You may check out athletic equipment (balls, bats, fishing poles, canoe paddles, nets, etc.,) from the gymnasium office. Basketball court and weight-lifting facilities are available in the gymnasium.

Gymnasium hours:

Monday through Friday: 5:30-10 p.m.

Saturday: 10 a.m.-10 p.m.

Sunday: 12:30-10 p.m.

## CHURCH

We will provide you with transportation to and from church every Sunday morning. Sign up for a ride with your resident assistant the night before services.

### Name of Church

Presbyterian

St. Ambrose

Trinity Lutheran

Church of Nazarene

Baptist

### Faith

Presbyterian

Catholic

Lutheran

Nazarene

Baptist

### Location

Wabeno

Wabeno

Wabeno

Laona

Wabeno

### Time of Service

9:45 a.m.-Sunday

10 a.m.-Sunday

10 a.m.-Sunday

7:30 p.m.-Tuesday

9 a.m.-Sunday

## LAUNDRY AND DRY CLEANING SERVICES

Dry cleaning is transported by a social services assistant to Rhinelander once a week.

Dormitories take personal laundry to the Center laundry service on the following schedule:

Dormitory	Drop Off Day	Pick Up Day	Linen Deposit Day and Time
Maple/Birch	Sunday	Monday	4 p.m. Monday
Pine/Spruce	Monday	Tuesday	4 p.m. Thursday
Cedar/Hemlock	Tuesday	Wednesday	4:15 p.m. Thursday
Elm/Oak	Wednesday	Thursday	4:15 p.m. Monday

## ARTS AND CRAFTS

Craft and art instruction is provided through the recreation department. Classes are scheduled as follows:

Tuesday and Thursday: 2 p.m.-10 p.m.

Saturday and Sunday: 10 a.m.-6 p.m.

## DANCE

Professional dance instruction is available Wednesday at 7 p.m.

## MUSIC

Vocal and instrumental music is provided Tuesdays, Thursdays and Sundays from 6 to 10 p.m.

## TELEPHONE POLICY

Telephones are located in each dormitory. You may only place COLLECT, long-distance calls.

## LIBRARY

Our library is located in the education building. Library hours are from 8 a.m. to 4 p.m., Monday through Friday and 6 to 6:30 p.m. on weekends.



# BLACKWELL JOB CORPS

## THE THREE R's

### THE RULES

Rules exist in all segments of society. They are necessary to ensure the personal rights, safety and well-being of all people.

We have rules at Blackwell, too. Our rules are simple and fair. They are maintained to protect you as well as your fellow corpsmen, staff and our facilities.

Our rules regulate behavior. What is illegal under State and federal law is also illegal at Blackwell. Violation of these rules will result in a penalty. Penalties vary upon the severity of offenses which range from minor (petty) to intermediate (misdemeanor) to major (felony).

Our rules work. They are effective. The following is a list of violations of our rules. Remember that our rules have been designed to keep Blackwell a safe and pleasant place to study and work . . . for you and others:

#### Minor Violations

- Cursing (loud, obnoxious or abusive language)
- Horseplay
- Line cutting (or any interference with the rights of other students)
- Deliberately not following directions
- Absence from duty station (up to one hour)
- Simple destruction or abuse of material and property (writing in books, etc.)
- Minor safety violations
- Walking on the grass
- Breaking area rules (kitchen, education, work, recreation, dormitory)
- Snowball throwing
- Littering
- Disruptive behavior
- Petty thievery or pilferage (food, education, materials, etc.)

#### Intermediate Violations

- Gambling
- Misuse of drugs/possession of illegal drugs
- Use and possession of alcohol
- Theft (breaking and entering, including lockers)
- AWOL from duty station more than one hour/in dormitory during duty hours
- Fighting
- Possession of a weapon
- AWOL from Blackwell Center
- Influencing negative behavior in other students
- Refusal or failure to do assigned or extra duty
- Safety violations
- Repeated petty violations (five petty violations in two weeks will result in misdemeanor violation)
- Insubordination
- Hazing (fight-provoking language or behavior)
- Serious disruptive behavior
- Smoking in unauthorized areas
- Sleeping on duty
- Illegal barter
- Sexual misconduct

#### Major Violations

- Repeated misdemeanors (five misdemeanor violations in 30 days will result in felony violation)
- Assault on staff
- Fight with weapon
- Off-Center law violation
- Serious fight (aggravated assault)
- Loan sharking
- Malicious destruction of property
- Continuous behavior detrimental to Center
- Persistent failure to observe rules and regulations
- Dealing in drugs
- Use of an object to inflict bodily harm
- Refusal to participate in program
- Repeated AWOL
- Gross insubordination
- Theft while on a work detail (in dormitory, housing area, etc.)

### THE RESTITUTION

Our teachers and staff at Blackwell are dedicated to your success. We are here to help you develop both trade and social skills so that you may enjoy a productive, rewarding life. We are on your side.

But, it is *you* who must make the most of this opportunity. *You* decide whether or not you will make the effort—to study, practice, achieve and follow Blackwell Center rules.

If you decide to break them, the consequences could mean disciplinary discharge from Blackwell. The decision is yours to make.

Depending upon the seriousness of a violation, the following actions may be taken:

#### Minor Violations:

- Extra assigned duty per incident report (less than one hour)
- Oral reprimand
- Counseling
- Fine

#### Intermediate Violations:

- Fine
- Extra assigned duty per incident report (up to three hours)
- Oral restitution
- Restitution (damage repair, etc.)
- Demotion of one or more colors
- Restriction of up to 30 days
- Counseling by Adjustment Board
- TEAM Contract

#### Major Violations:

- Demotion of more than one color group
- Fine
- Extra assigned duty per incident report (up to ten hours)
- 30-day restriction
- Restitution
- Behavior review
- Center Director contract
- Letter of formal reprimand
- Counseling by Adjustment Board
- Disciplinary discharge

### THE RESPONSIBILITY

You are responsible for your actions. You must learn and follow the rules. We expect you to develop high standards of behavior and exhibit proper conduct both on and off the Center.

You are expected to:

- have a positive attitude toward group living and Center regulations.
- establish a reasonable code of conduct for yourself and others.
- be courteous to fellow students, staff and visitors.
- dress in a neat, clean and safe manner, following established dress codes, and
- work hard, learn well and never lose sight of your goal—SUCCESS!